

EAST RENFREWSHIRE COUNCIL SPECIAL CONDITIONS OF CONTRACT FOR THE PURCHASE OF SERVICES

1. Public Records (Scotland) Act 2011

- 1.1 The Contractor shall co-operate with the Council in order to ensure that the Council can meet its obligations in relation to records management under the Public Records (Scotland) Act 2011 (the "2011 Act") together with any guidance issued thereon.
- 1.2 The Contractor shall at all times comply with the obligations which are incumbent upon the Council as a 'public authority' in terms of the the 2011 Act and of all secondary legislation and guidance issued under the 2011 Act.
- 1.3 The Contractor shall take all reasonable steps to ensure the observance of this Special Condition 1 by all its staff, employees or agents of the Contractor and all sub-contractors engaged by the Contractor.
- 1.4 The Contractor shall indemnify the Council against all losses, costs, expenses and damages and shall keep the Council indemnified against all liabilities, demands, claims, actions or proceedings incurred as a result of an alleged breach of this Special Condition 1 by the Contractor.
- 1.5 The Council may monitor the Contractor's compliance with the 2011 Act at periodic intervals throughout the duration of the Contract.
- 1.6 The Council may request and the Contractor will supply demonstrable evidence as to how the Contractor intends to secure compliance with the provisions of the 2011 Act.